

Sundown I.S.D. Acceptable Use Policy

ELECTRONIC RESOURCES

The *Sundown Independent School District* board of directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the *Sundown Independent School District* will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The district's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

The Board directs the Superintendent or designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

Cross References:

Board Policy 2020	Curriculum Development and Adoption of Instructional Materials
Board Policy 2025	Copyright Compliance
Board Policy 3241	Classroom Management, Corrective Actions or Punishment
Board Policy 4400	Election Activities
Board Policy 5281	Disciplinary Action and Discharge
Board Policy 3207	Harassment, Intimidation and Bullying
Board Policy 4040	Public Access to District Records
Board Policy 3231	Student Records

Legal Reference:

18 USC §§ 2510-2522	Electronic Communication Privacy Act
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These procedures are written to support the Electronic Resources Policy of the board of directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy: successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

Network

The district network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

Acceptable network use by district students and staff includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research under the direction of a Sundown ISD Teacher;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research under the direction of a Sundown ISD Teacher;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff use of the network for incidental personal use in accordance with all district policies and guidelines;
- Connection of staff personal laptops to the district network after checking with *the technology director, IT director, or campus principal*) to confirm that the laptop is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all guidelines in this document.

Unacceptable network use by district students and staff includes but is not limited to:

- Personal gain, commercial solicitation and compensation of any kind;
- Liability or cost incurred by the district;
- Downloading, installation and use of games, audio files video files or other applications (including shareware or freeware) without permission or approval from *the technology director*;
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
- Unauthorized access to other district computers, networks and information systems;
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and
- Attaching unauthorized equipment to the district network. Any such equipment will be confiscated and destroyed.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

Internet Safety

Personal Information and Inappropriate Content

- Students and staff should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.
- Students and staff should not reveal personal information about another individual on any electronic medium.
- No student pictures or names can be published on any class, school or district web site unless the appropriate permission has been verified according to district policy.
- If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district computers;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

Network Security and Privacy

Network Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account, for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password.

These procedures are designed to safeguard network user accounts:

- Change passwords according to district policy;
- Do not use another user's account;
- Do not insert passwords into e-mail or other communications;
- If you write down your account password, keep it out of sight;
- Do not store passwords in a file without encryption;
- Do not use the "remember password" feature of Internet browsers; and
- Lock the screen, or log off, if leaving the computer.

Student Data is Confidential

District staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

No Expectation of Privacy

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Texas.

Archive and Backup

Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers nightly – Monday through Friday. Refer to the district retention policy for specific records retention requirements.

Disciplinary Action

All users of the district's electronic resources are required to comply with the district's policy

and procedures *[and agree to abide by the provisions set forth in the district's user agreement]*. Violation of any of the conditions of use explained in the Sundown ISD User Agreement, Electronic Resources Policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

Appeals

Students and staff appeals are taken under advisement by the campus principal and will be handled on a case by case basis.

Cell Phone Policy

Students are not permitted to use any type of electronic signaling device during class time, passing periods or breaks without the permission of the school administration. The electronic signaling device must remain turned off during the instructional school day. If a student receives permission by school administration to use an electronic signaling device, it shall not disrupt the educational program. If disruption occurs, the school staff shall direct the student to turn off the device and/or confiscate it.

If a school staff member finds it necessary to confiscate a device, parents will be notified promptly and the device will be returned in accordance with school rules after the administrator or designee has consulted with the student's parent/guardian. **The school is not responsible for lost or stolen electronic signaling devices. Students are to make arrangements with their parent(s) or guardian(s) to contact the school office when attempting to reach them during the school day.**

The following are inappropriate uses of electronic signaling devices: harassment, threats, intimidation, electronic forgery, cyberbullying/cyberthreats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior during the instructional and non-instructional day. Students are not to use material or text message to invade personal privacy or harass another person, or disrupt the instructional day, or engage in dishonest acts.

Students who act in violation of this policy shall be subject to the District's progressive discipline as follows:

1. **Initial violation** – electronic signaling device will be confiscated by school staff and secured in a safe location. The electronic listening device will be returned to student at the conclusion of the staff work day;
2. **Second violation** – electronic signaling device will be confiscated and secured in a safe location. The electronic listening device will not be returned to the student unless and until the student's parent or guardian meets with school administrative staff for the purpose of clarifying this policy;
3. **Third violation** – the electronic signaling device will be confiscated and secured in a safe location. The electronic listening device will not be returned to the student unless and until the student's parent or guardian provides written assurance that the student will no longer be allowed to possess the electronic listening device during the instructional day;
4. **Fourth violation** – the electronic signaling device will be confiscated and secured in a safe location. The student will be subject to suspension;

5. **Fifth violation** – the electronic signaling device will be confiscated and secured in a safe location. The student will be subjected to loss of school privileges;
6. Any further violations will subject the student to disciplinary action as set forth in Board AR 5144.1

Exceptions to this policy.

- Students may use cell phones when they are part of the instructional process as approved by the teacher. Teacher must receive permission from the campus principal prior to use.
- Emergency situations under the supervision of an Administrator or Teacher.

Website Policy

Introduction

The Sundown Independent School website serves as a resource for individuals both inside and outside of the Sundown community. The site functions as a central means of communication among , faculty, parents, students, board, and alumni. Prospective families and employees are also included in its target audience. Users are able to access up-to-date news, calendars, and schedules. The School's philosophy, history, curriculum, admissions material, and campus maps are also available on the website, as are employment listings.

This policy seeks to address these uses and to be flexible enough to meet future needs as they occur.

Because The Sundown School website is an official School publication, a Website Administrator has been appointed to serve as the monitor of the site. The Administrator is charged with regularly reviewing the School's web pages to ensure that the information presented is accurate, consistent, and up-to-date, and that design elements are uniform. In addition, the Website Administrator serves as the contact for any "visitors" who have questions about the site.

The Website Administrator also maintains direct contact with each division and office of the School to ensure the needs of their constituencies are being recognized and addressed. The Administrator assists with the creation, publication, maintenance, and updating of an office or division's web pages. Members of the Sundown School Community should direct comments, concerns, questions, suggestions, and requests concerning the site to the website coordinator.

Maintenance of Website Content

In order that the site serves as a reliable resource for prospective students and employees, as well as for parents, current students, alumni, faculty, board, and members of the academic community, it must contain timely information. Each office and division must

review and maintain its section of the website and work to ensure that it is current and relevant.

Persons wishing to post announcements on the home page or other portions of the website should submit their request through email, phone or letter to the Website Administrator. Postings are at the discretion of the Administrator.

Photographs on the main site are changed on a regular basis by the Website Administrator and the appropriate offices and divisions of the School. All photographs including students (those under 18 years of age) are reviewed and parental consent is obtained prior to posting. No photographs of students will be posted unless written parental consent is on record.

Teacher Pages are created for faculty in all divisions. They may use their pages to post homework assignments, syllabi, class resources, photos, and other information for their classes. If faculty members have existing web pages hosted elsewhere, they may link to those pages from their class pages. Teacher Pages must remain current, avoid dead links and follow both The Sundown School Privacy Policy and Teacher Page Guidelines. Teachers shall not post photographs of students (under 18) unless written parental consent is on record.

Required Style Specifications

The general appearance of pages on the website is controlled by Cascading Style Sheets. Any new pages on the site must be duplicated from existing pages to ensure that the navigation, header, and style elements are consistent.

All pages on the main Sundown School website must comply with the following requirements:

- All content must be reviewed by at least "two sets of eyes" before going live.
- To enable a faster downloading time, scanned photographs should be limited to 72 dpi.
- Links to pages that are defunct or "under construction" should not be created or should be removed.
- Files for download must be under 20 MB in size and 10 minutes in viewing length (where applicable).

It is important to remember that, as in the case of anything else on the website, audio and video clips represent the school. Therefore, audio or video must be of the highest possible quality. Video which is inappropriate in content, blurry, unsteady, or difficult to view will not be posted. Audio that is difficult to hear or inappropriate in content will not be posted. In order to be useful and convenient to the user, all files posted must be under 20 megabytes in size and 10 minutes in length. Content must be of a nature as to speak to unique aspects of the school or community life.

Final discretion as to whether a media file is placed on the Sundown School website rests with the Website Administrator.

Other than the above outlined style specifications, Teacher Pages are not subject to previously mentioned guidelines, but it is suggested that they be consistent with Sundown School Website Policies.

Usability Requirements

Index Pages

Each index page which includes the Sundown I.S.D. home page as well as each campus home page must contain the following:

- Contain obvious identification such as the school logo at the top left corner of each page
- Provide an overall view of the website's offerings
- A prominently displayed search box
- Provide a direct link to the site map

Website Focus

- Create easy to use navigation
- Provide consistent and predictable navigation
- Provide multiple navigation options
- Provide quick loading pages
- Provide instantly recognizable and relevant hyperlinks
- Incorporate W3C accessibility standards
- Ensure bookmark friendly pages

Website Loading

- Accommodate a wide range of user connection speeds
- Optimize pages for markup
- Load useful content first

User Abilities

- Use scalable font sizes
- Do not use frames
- Provide printable version of key web pages
- Provide a design that works in a range of screen resolutions and window sizes.

Conventional Practices

- Underline hyperlink text, and display links in a different color from surrounding text.
- Do not underline text that is not a hyperlink.
- Differentiate between visited and unvisited hyperlinks.



SUNDOWN I.S.D. WEBSITE **PROJECT CHARTER**

Version *1.0*
6/4/2010

DOCUMENT INFORMATION

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PROJECT APPROVAL

Mike Motheral

Superintendent

signature

date

DOCUMENT APPROVALS

Scott Marshall

Elementary Principal

signature

date

Eddie Carter

Middle School Principal

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date

Brent Evans

High School Principal

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date



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1. Executive Summary

A website committee chaired by Jack Robertson has been formed to rebuild the Sundown I.S.D. website. The project is expected to be completed by December 31, 2010. Resources within the district will be utilized to reduce project cost. Total cost of the project is expected to be approximately \$1400 annually factoring in our E-rate discount of thirty percent. Upon completion, the Sundown I.S.D. website will be designed for usability, visual appeal, and functionality. The website will be the “go to” place for all information pertaining to Sundown I.S.D.

2. Project Overview

2.1 Project Purpose

The Sundown I.S.D. Website project charter documents and tracks the necessary information required by decision maker(s) to approve the project for funding. The project charter should include the needs, scope, justification, and resource commitment as well as the project’s sponsor(s) decision to proceed or not to proceed with the project. It is created during the Initiating Phase of the project.

The intended audience of the Sundown I.S.D. Website project charter is the project sponsor and Sundown I.S.D. administration.

2.2 Project Scope

2.2.1 Scope Content



The scope of this project includes:

- equal representation on the web site team from each campus within the district
- delegated tasks to team members to help with redesign and refocus of the website
- redesigning web pages for greater functionality, including predictable navigational tools, fast-loading pages, and relevant links to approved educational sites
- implementing student and teacher wikis, blogs and podcasts

2.2.2 Scope Management

The web site team and its leader, the Webmaster, will work together to ensure the execution of this project in a timely and professional manner. A representative from each campus is included on the Website Committee. These representatives will be responsible for representing the interest of their campus. Final approval on content including links as well as strict adherence to district web policies will be given by the district administrators. Changes that occur throughout the execution of this project will be reviewed and approved by district administrators.

2.3 Project Objectives

2.3.1 School Objectives

The objective of this project is to bring the Sundown I.S.D. website up to date in information available. The website will incorporate current technology to increase the website traffic and use. The design is intended to create pride in being a Sundown Roughneck. The website will create a “go to” place for all information and activities of the school district.



2.3.2 Information Technology Objectives

Old and outdated technologies will be eliminated from the new website. New and current technologies such as Web 2.0 will be incorporated in the website to create user interactivity and interest. Campus, class, teacher, and student wikis and blogs will be used to create online learning communities within and outside the school.

2.3.3 Project Execution Objectives

The execution objectives are as follows:

- Deliver the project with expected functionality/capability
- Deliver the project and make it available on December 31, 2010
- Deliver the project on budget

3. Project Approach

3.1 Project Deliverables and Quality Objectives

Key deliverables of this project include:

- Proposed content plan with final approval by district administration
- Proposed design and development plan with final approval by Webmaster
- Commitment to a reputable web Content Management System (Simplified Online Communication Systems) to help organize and automate the management and publication of data and content, approved and secured by the Webmaster



- Redesigned home page with the following characteristics: school logo and identification, overview of what site has to offer, shortcuts to site's most frequently visited pages, direct links to all school forms, handbooks, and policy documents, direct link to sitemap, and a site search box
- Redesigned pages for each campus home page with consistent color schemes as outlined by the Webmaster
- Individual teacher web pages with room for expansion
- Establish student, teacher, and campus educational blogs and wikis
- Links set up for staff, state educational agencies, and community sites
- Links to professional educational organizations

3.2 Organization, Responsibilities, and Key Stakeholders

The web site team will consist of:

- Webmaster
 - Responsible for overall completion of the project
- Campus Representatives
 - Responsible for representing the interest of their individual campuses
- Administrators
 - Give final approval on all aspects of the project

3.3 Dependencies

Completion of the project and delivery date is dependent on the reliability of the Content Management Provider (Simplified Online Communication Systems)



3.4 Facilities and Resources

No additional facilities or equipment will be required to complete the project. Meetings will be conducted in the IT room. Each team member will use their previously issued teacher computers.

3.5 Support Activities

All available professional development opportunities will be utilized to effectively complete the project. Training in website maintenance is provided at no additional charge by Simplified Online Communication Systems.

3.6 Risks

Possible risk that may delay the completion of the project...long term illness of one of the key members of the website team, lack network reliability, and possible lack of dependability from subcontractors.

3.7 Project Schedule

July 1, 2010	Project Plan completed
September 1, 2010	Data and Information gathered Tracing images for index pages completed
December 1, 2010	Complete website delivered from Simplified Online Communication Systems
December 21, 2010	Training completed as provided by Simplified Online Communication Systems
December 31, 2010	Website unveiled to the public



3.8 Cost/Benefit Estimates

All hardware and software required for the project are already provided by the school district. Labor provided by the Website Committee is included in the members contracts as specified by extra duties as assigned. The only out-of-pocket expenses will be the contract with Simplified Online Communication Systems. The quoted price from SOCS is \$2745 per year. Sundown I.S.D. qualifies for a 57% E-Rate discount, bringing the cost to \$1180.35 per year. Training, hosting, and maintenance is included in the contract.

4. Communication Plan

The project is expected to be completed in 6 months. The website committee will meet the first Monday of each month of the duration of the project. Revisions of the project will be approved at the monthly committee meetings. A wiki has been set up for communications between meetings that can be used for collaboration. www.sundownweb.wiki.zoho.com

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
	<Author name>	<mm/dd/yy>	<name>	<mm/dd/yy>	<reason>



Background

- **Goals**

- Rebuild current Sundown I.S.D. Website
- Increase usability and traffic for parents, students, and community
- Develop a user friendly website
- Project an image of excellence for Sundown I.S.D.
- Employ Web 2.0 technologies to enable interactivity and increase engagement
- Provide links to educational resources
- Provide links to state educational agencies

- **Deadlines**

- Project Plan completed by July 1, 2010
- Data and information gathering completed by September 1, 2010
- Completed website delivered from SOCS by December 1, 2010
- Training provided by SOCS completed by December 21, 2010
- Website unveiled to the public by December 31, 2010

- **Funding**

- Funding will come from the technology budget. Total cost of project is \$1180.35 annually including the district E-rate discount

- **Measurement**

- The success of the project will be determined by the increase in traffic to the website
- A discussion board will be included in the website for user feedback on the new site



Audience

- External
 - Current students
 - Parents
 - The community
 - Alumni
 - The general public
- Internal
 - Administrators
 - Teachers
 - Auxiliary staff
 - Students
- Define
 - All W3C accessibility standards will be maintained

Resources

- **Project Roles-**The web site team will consist of:
 - Webmaster-Jack Robertson-Role will be to lead the web site team and oversee the execution and completion of the project, including generating all communications and overseeing each project meeting. The Webmaster is also responsible for all communications with SOCS.
 - Three web site team members-one representative from each campus within the district: High School-Clelia Costillo, Middle School-Janice Legan, and Elementary-Allison Robertson. The role of the team members is to represent their campus' activities and staff by gathering relevant content for their campus. The team members will be required to attend monthly meetings and will be responsible for continued maintenance of the site for their campus web pages.
 - Key stakeholders: district administrators. The district administrators are responsible discipline issues related to AUP violations related to the district web site. Content and links approval shall be the responsibility of the district administration.



- **Team Skills**-All team members will receive necessary and on-going professional development and technical training to insure the successful completion of this project . Team members will be required to attend all training sessions offered by SOCS.

Competition

- **Identify Competitors**-The following school district web sites will be used as guided examples of effective web sites:
 - Plains I.S.D. <http://www.plainsisd.net/>
 - Spearman I.S.D. <http://www.spearmanisd.net/>
 - Petersburg I.S.D. <http://www.petersburgisd.net/>
- **Important Elements**-All of the aforementioned school web sites offer excellent examples of the following elements:
 - Simple, easy-to-use navigational tools and page layouts
 - User-friendly links,
 - Web 2.0 technologies well represented on site, including links to wikis, blogs, and podcasts
 - Attractive and effective page designs, layouts and color schemes
 - Professionalism and pride
 - All sites were designed by SOCS

Content

- **Functionality**-The following functional features will be included in the web site:
 - campus home page with multiple navigation options
 - site search
 - help/support
 - tech support
 - student and teacher discussion forums, wikis, and blog links
 - newsletter
 - calendars/information
 - school handbooks and policies documents
 - feedback form



Sundown I.S.D.
Website Project Plan

Jack Robertson ET-8019

- member logon (district staff members)
 - password protected areas (district staff members)
 - SSL-encrypted areas
- **Information**-The following informational elements will be present on the site:
 - Sundown I.S.D. mission statement
 - Contact page
 - copyright notice
 - privacy statement
- **Structure**-The web site will consist of a tree-style hierarchal (from top to bottom) structure as follows:
 - District home page
 - Individual campus home pages: High School, Middle School, Elementary with the following submenus:
 - Academics
 - Athletics
 - Staff
 - Band
 - UIL Schedule
 - Educational Blogs (for each campus)
 - Breakfast/Lunch Menus
 - Student Handbooks(for each campus)
 - School Calendar
 - Newsletters
 - Campus mission statement
 - Bell Schedule
 - Additional content to include:
 - Student Activities
 - Staff Links
 - Educational/Curriculum links
 - State Links
 - Community Links

Components/Task	Dependent Components	Status	Date Start	Data Complete	Owner	Difficulty	Notes
Sundown I.S.D. Website Development Schedule							
Task 1-Complete Project Plan		open	6/4/2010		Jack	Large	
Task 2-Data Gathering		open	7/1/2010		Clelia, Janice, Allison	Large	
Task 3-Elementary Info		open	7/1/2010		Allison	Large	
Task 4-Middle School Info		open	7/1/2010		Janice	Large	
Task 5-High School Info		open	7/1/2010		Clelia, Janice, Allison	Large	
Task 6-Website completed		open	12/1/2010		SOCS	Small	
Task 7-Training Session 1		open	12/10/2010		SOCS	Small	
Task-8- Trainiing Session 2		open	12/20/2010		SOCS	Small	
Task 9-Training completed		open	12/20/2010		SOCS	Small	
Task 10-Unveil website		open	12/31/2010		Jack	Small	
FIRST GOAL 1 - Complete Project Plan							
Components		open			Jack	Large	
Project Charter		open	6/4/2010		Jack	Large	
Project Plan	Project Charter	open	6/14/2010		Jack	Medium	Dependant on completion of Project Charter
Schedule	Project Plan	open	6/30/2010		Jack	Medium	Dependant on completion of Project Charter Plan
NEXT GOAL 2 - Information Gathering							
Elementary	Completion of Project Plan	future	7/1/2010		Allison	Medium	
Middle School	Completion of Project Plan	future	7/1/2010		Janice	Medium	
High School	Completion of Project Plan	future	7/1/2010		Clelia	Medium	
NEXT GOAL 3 Completed Website Delivery							

Website Developed	Completion of Info Gathering	future	12/1/2010		Team	Small	To be completed by SOCS
NEXT GOAL 4- Training							
Training Date One	Website delivery	future	12/10/2010		Team	Small	Training by SOCS
Training Date Two	Website delivery	future	12/20/2010		Team	Small	Training by SOCS